



DEPARTMENT OF THE ARMY
551ST SIGNAL BATTALION, 15TH SIGNAL BRIGADE
FORT GORDON, GEORGIA 30905

REPLY TO
ATTENTION OF:

ATZH-TBB

7 July 2008

MEMORANDUM FOR All 551st Signal Battalion Personnel

SUBJECT: Policy Memorandum No. 1 – Commander's Open Door Policy

1. This memorandum announces my policy concerning Soldiers and civilians who wish to see me to present complaints/grievances or just to talk.
2. I will speak with any member of the battalion. All members have the right to see me. I have confidence that our chain of command can solve most problems before they need my attention. Members of the 551st Signal Battalion may discuss their issues with me when required. The Command Sergeant Major (CSM) is also available to assist with a situation or problem. I highly recommend that Soldiers take advantage of the CSM's years of experience and training.
3. I will expect that members advise their leaders of their intention to see me. Members must also obtain permission to be absent from their place of duty. I ask that the individual check with my secretary (phone 791-2608, Building 25605) or the CSM (phone 791-0002) before coming to see me, to confirm that I am in my office and available.
4. An individual who comes to see me must be willing to discuss freely all factors involved in an issue so that I can take appropriate action.
5. This policy memorandum supersedes Policy Memorandum No. 2, dated 27 June 2006.

//ORIGINAL SIGNED//
CHARLES W. SCHRADER
LTC, SC
Commanding